

Harrington Park Recreation Committee
Minutes
Wednesday, July 19, 2017

1. CALL MEETING TO ORDER

Chairman's Announcement – called to order at 8:09PM

In compliance with Chapter 231, Public Law 1975, adequate notice of the scheduled meeting was made. It is posted on the bulletin board in the Municipal Center. Copies have been mailed to the BERGEN RECORD, SUBURBANITE, and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been mailed to individuals requesting the same.

2. ROLL CALL

COMMISSION Member	PRESENT	ABSENT
Paul Baly		x
Nicole Benasillo		x
Lynne Cappelmann	x	
Charles DeGruccio	x	
Megan Dippolito	Arrived at 9:29PM	
Brian Fitzgerald (Alternate Chair)	x	
Thomas Gleason (Chairman)	x	

Also present:

Joon Chung, Town Council Liaison
Carolyn Lee, Secretary

3. ITEMS FROM THE PUBLIC

Inquiry to have a birthday party at George St. August 12, 11am-2pm (approx.20 kids)

- Gail Zaccaro, a long time Harrington Park resident, asked if there were permits required to have a birthday party at George St. Park. The party would consist of about 20 kids (approx. 5years old). There would be a rental blow up bouncy house.
- Recreation indicated that:
 - o The Field Request form needs to be completed,
 - o The playground could not be reserved exclusively for the party
 - o Gail would require a certificate of insurance for the Borough of Harrington Park for the one day. Gail should verify if her home insurance to cover the liability.
 - o If there is a bouncy house, it would require a generator because there is no power source available, it must be supervised at all times and the rental company must provide a COI.
 - o The playground must be cleaned up after the party. This includes any water balloons on the field, garbage, etc.

If these requirements are filled, then Recreation will approve the request and waive the field use fee.

- Discussion included a previous request from a non-resident had asked to use Highland Field a party, but the Recreation Commission did not approve. Some members of Recreation are concerned that this will start a precedent. After discussion, Recreation will change the policy if it becomes an issue. The fee should be contingent on the clean up. Sports events have exclusive use of the field and there should be a fee. The host is not charging a fee for the participants. Funtime was recommended for equipment rental. If there are more requests, then we may consider free for 2017.

TO DO: Recreation should check with Brian Eifert about the JIF to see if there are issues.

VOTE: To approve party at George Street Park on Aug.12th 11am-2pm contingent on

- Field request forms completed
- Insurance and supervision provided by the bouncy house rental company
- Insurance provided by the host
- Clean up after the party

Motion: Lynne

Second: Brian

Vote: All in Favor

4. ADMINISTRATIVE ITEMS

a. Approval of Minutes (May)

COMMISSION Member	Motion	Second	In Favor	Opposed	Abstain	Absent
Paul Baly						X
Nicole Benasillo						X
Lynne Cappelmann	X		X			
Charles DeGruccio		X	X			
Megan Dippolito						X
Brian Fitzgerald			X			
Thomas Gleason			X			

b. Resignation

Brian gave his resignation to the Recreation Commission, but will complete the year to help with the closing out the field maintenance season. Charles will work with Brian on field maintenance scheduling. The Recreation Commission appreciates all the work Brian has done for HP.

5. UPDATES

a. Finance and Budget (Tom/Brian)

i. Reports

Tom will contact KJ for any updated finance reports for Recreation. He has only received the invoices.

ii. Sports Fees for Field Maintenance

Recreation would like to send a notice to the sports commissioners about the fee. Typically, there is a meeting with the sports commissioners to discuss the fee. This is a fee that was paid every year, but has not been invoiced for about 2 years. The money goes towards field maintenance or the trust accounts.

TO DO: Tom and Charles will look for the invoice format. Carolyn and Brian will find the fees that were invoiced in the past.

b. Field Requests (Charles)

i. New Requests

1. Dumont Girl Scouts – Bridge Ceremony

The ceremony was approved. Recreation has not followed up to see if the event was successful.

2. Speed Soccer – Summer Camp (Aug.7-11th)

The contract was emailed to Speed Soccer.

Vote: to approve the Speed Soccer Camp for the week of August 7th

Vote: All in Favor

ii. Updates

1. NV Lacrosse – Rules and Regulations form

The form was signed. Application is complete.

2. Speed Soccer – Summer camp, bathroom door lock

The contract indicates that they will have access to the bathrooms during camp. Brian will help Charles with the software to update the timed door locks to open earlier. It may be easier to put tape on the door and take the tape off after the camp is over. J&B Locks must load the software onto laptop. The bathrooms are opened at 2pm and closed at 8pm in August and September. The cleaner mentioned that delivery people, landscapers, bicycle clubs, etc. are using the bathrooms.

TO DO: Brian will ask J&B to help to program the door and let them know about loading the software on Charles' laptop.

3. National Night Out (Aug.1, 5-9pm- Highland)

Mayor and Council approved National Night Out. Recreation confirmed that all of Highland Field would be available for National Night out. There will be a helicopter on Upper Highland. The bathroom will be taped open if needed.

4. Out Cycling (June 4, 7am- 3pm – Highland)

The group looked organized. They had tables with drinks and snacks along the parking lot for bikers. The bathrooms were opened at 7:00am. Carolyn taped the doors open, and untaped it after the scheduled timer unlocked the doors. Bikers were still passing by around 3:30pm.

5. Junior Woman's - Memorial Day Concert (May 29)

6. Northern Valley Soccer Club(Carolyn)

The field request forms received by Recreation are forms from 2014.

TO DO: Carolyn will ask them to complete the current forms.

iii. Inquiries

1. Boy Scouts – Flag Day (June 14)

The Boy Scouts have a Flag Day ceremony each year to retire old flags. This year, they inquired about the ceremony, but did not have enough time to organize the event. Usually they do not fill out a field request form, but they work with Mark K.

2. Frisbee – Field Inquiry, Sundays 3-5 PM

Carolyn has emailed Melissa Driscoll a couple of times to follow up if there were able to get time on Highland Field for the spring with no reply. No field request form was completed.

iv. Invoices

The invoice for the end of the season will be for Mike Berg and A League of Our Own.

TO DO: Charles will follow up on the number of times the field was used by each team and draft an invoice to send out for the end of August.

c. School Coordination (Lynne)

Fall sports – HP Soccer had a meeting with AESO to gain access to their account. They couldn't pay the school for the winter usage fee, but they have access now. HP wanted to divest from AESO, and they were giving HP a hard time.

TO DO: Lynne will follow up with Joe Simeone.

The school forms have changed. Dr. Fried sent the changed forms to Lynne and Tom in Nov or Dec. 2016.

TO DO: Tom will confirm if Recreation needs to change the form for the school.

d. Grants (Nicole/Lynne)

No grants at this time.

e. Sports Coordination (Paul)

i. Sports Registration (Lynne)

The Sports Booster's website is functional. The website may be available for soccer registration. They were going to reach out to baseball and softball.

ii. Volunteer to manage website

Joe Simeone is currently the Webmaster.

iii. Sport Co-ordination Meeting – August

Recreation is not sure if the fall meeting has been scheduled. The fall sports would be soccer and lacrosse.

TO DO: Charles will reach out to Paul about the meeting.

iv. Multi-town Sport Programs

There are no multi-town programs. Norwood runs football.

f. Town Programs

i. Fishing Derby – Review

The attendance for the fishing derby was about the same as previous years. Paul has the sign in list. The Boy Scouts participated. There were more fish that were caught this year.

ii. Town Day – Sept. 9 (raindate Sept. 10)

-Donations

The remaining companies that have not replied are SUEZ, Rockland, Wholefoods and Shoprite. We have about \$4,050 in donations so far. The Green Team will

fund Tenaflly Nature Center for a bird presentation. We are expecting Peerless will donate the beer again this year.

-Social Affairs Permit

The application has been submitted. A vendor form was filled out for the \$100 non-refundable cost and given to the finance department.

-Additional Banner, Thank you banner

Carolyn requested new banners for Town Day. The suggested locations are the gazebo at Don Horsey Park, Highland Field and a Thank you banner on Town Day. The 2 banners would have the logo of the main financial sponsors and the thank you would have all the sponsors. The night out size banner seems small. The price for a 3'x4' is about \$50. It would be nice to have more advertising in town.

VOTE: To approve 3 banners (one at Highland, one for Don Horsey and a thank you banner) for town day with a maximum cost of \$500.

Voted: All in favor.

iii. Ragamuffin Parade – Oct. 28 (rain location HP School APR)

g. Park & Playground Maintenance

i. Field Maintenance (Brian)

- Brian will close out the fields for the year. The 2 year contract with Field Pro is ending this year and HP has the option to continue for an additional year. If Recreation does not want to continue the contract for an additional year a new bid for the field maintenance contract is needed and should be ready for bid in Dec. Field Pro did a good job and the bid was the lowest price.

TO DO: Charles will work on transition with Brian on the field maintenance scheduling.

- Field applications are usually scheduled for holidays because games are not normally scheduled for that at time.
- Field maintenance is very dependent on the installation and removal of the water meters. Bathrooms cannot be opened until water meters are installed (early April) and must to closed immediately after the meter is removed (Dec.1st).
- Sprinklers are automated, set for 3 days a week and has a rain sensor. The sprinklers were not used much this year because of the sprinkler repair and the rain. Sprinkler repairs were about \$2,000 this year. The sprinkler contractors will give a quote for the startup and closure.
- The hut door lock schedule is programmed through an application. J&B Locks has the software that must be installed onto a laptop and plugged into the door to change the schedule.

TO DO: Brian will work with Charles for the door lock program.

1. Damaged Sprinkler (Highland)

The sprinkler looked like it was crushed by heavy equipment. It has been repaired.

ii. Pondside (Charles)

1. Walking Path (Carolyn)

Stone dust has been added to the walking path. KJ requested that a PO should be completed before the gravel was purchased.

2. Exercise Stations

Members of the Recreation Commission looked at the exercise equipment and it looks fine. It's not in the best condition, but is not falling apart. Carolyn commented that the sit-up station where the pieces were falling apart has been taken away and put aside into the treed area.

3. Climbing ladder anchors (Carolyn)

The wire anchors are no longer available, but there is a retrofit. A bar attaches to the other parts of the equipment. Mark has put a temporary fix for the step at Highland. Recreation feels that it should be fixed.

VOTE: To approve a retro-fit chimney ladder anchor at Pondside and a retro-fit chimney anchor and the step at Highland Field playground with the quote of about \$1,000.

Vote : All in Favor

TO DO: Carolyn will ask KJ where the funding will come from.

iii. Highland (Lynne)

1. Field 3 - Tree on Soccer Goal (Lynne)

The tree has been removed, but the soccer goal is bent at the crossbar. Lynne has told the HP Soccer about the goal.

2. Playground - Climbing ladder link is broken (Brian)

Discussed in Pondside - climbing ladder anchor section

iv. George street (Paul)

1. Accessible Swing Seat replacement (Tom/Carolyn)

The accessible swing seat replacement has been quoted as \$821.00 from AAA State of Play. Carolyn emailed the supplier to see if it meets the NJ standards for playgrounds. No reply has been given at this time. Recreation asked if it is requirement to have an accessible swing in the playgrounds. That swing is a target for abuse. The cost of a regular swing has not been researched. The swing has been taken down for a couple of months. If a regular swing is installed, there may be complaints.

TO DO: Carolyn will ask if it is a requirement to have an accessible swing seat for playgrounds and research the cost of a regular swing.

v. School (Carolyn)

vi. Beechwood (Nicole)

vii. Don Horsey (Tom)

viii. Columbus (Megan)

2. Tennis (Paul)

i. Private Lessons using up courts – resident concern

A resident let Recreation know that there are private lessons tennis on HP tennis courts. The concern is how HP is paying for the portable potties and court maintenance. The town ordinance states that tennis instructor fee is \$500 for the year and each student must buy a tennis badge. Recreation wants to encourage the tennis community to grow. It is difficult for Recreation to enforce the ordinance, but the Police will enforce if Recreation asks. There was discussion on if the instructor fee is too high. People don't know about the fee so signage would

need to be put up at the courts. Tom would like the information for players and instructors at the tennis courts to ask about interest in creating a tennis association. He would like a Tennis meeting in Sept or Oct for feedback. Recreation suggested that providing the instructor his/her requested scheduled time; there would be more compliance with the ordinance. It would cost about \$120,000 to resurface the court.

TO DO: Tom will put a sign at the tennis courts with hprec email as the contact information.

ii. **TGA**

1. **Spring invoice**

Carolyn emailed TGA the invoice for the Spring Clinic. Recreation has received the fee of \$150 (15 students @\$10) and sent an email to TGA to confirm receipt of the check.

2. **Lesson and Camp Hours Signs**

Carolyn has posted the flyer at the tennis courts.

3. **Advertising**

TGA asked Recreation to send out the flyer to the community about the tennis program. Recreation has no access to e-blast the flyer and the town can only send out the verbage. Carolyn suggested to TGA to ask their HSA contact to send out the e-blast.

iii. **Tennis Badges**

There have been 12 tennis badges sold to date. There has been a decline in badges sold.

iv. **Tennis Signage**

Recreation still needs updated signage.

v. **Tennis Association**

Discussed in Private Lessons section.

6. PROJECTS

No projects at this time.

7. OTHER ITEMS

a. **Spring Repairs – Highland Field 1 Conduit, Field 4 batting cage**

The vegetation in Field 4 batting cage and along the fence are brown. It looks like it has been sprayed with something.

b. **Lightning Detector – Upper Highland (Carolyn)**

The lightning detector has been fixed.

c. **Fall Newsletter Submission (Town Day, Ragamuffin, Fishing Derby pictures?)**

Recreation would like the following in the fall newsletter:

- Town Day flyer
- Ragamuffin flyer
- Fishing Derby results and thank you to the Boy Scouts
- Tennis association interest information

TO DO: Joon will send some pictures with permission from parents to use for the newsletter. Carolyn will ask Paul for the list of winners.

8. NEXT MEETING

Next regularly scheduled meeting is Wednesday, August 16, 2017 at 8:00PM.

Meeting adjourned at 9:39PM.